

THE c o m m o n w e a l t h RecordsManager

The More Things Change, The More They Remain The Same

BY Joanne Smith, CLA, Editor CRM

This year is one of transition for the Records Management and Imaging Services Division. When Preston Huff left his position as the Director of the Records Management and Imaging Services Division for a position with the National Archives and Records Administration (NARA) in Fort Worth, Texas, things were up in the air, and staff members were wondering what would happen to this division.

A nationwide search was conducted for a new Division Director; in the interview process it became very clear that this position was unique. The Library of Virginia's records management program is a leader throughout the nation, a program that many other states seek to replicate. The new Division Director would have to understand the mission and strategic plan of the Library of Virginia, plus the group dynamics and task organization of the Records Management and Imaging Services Division. Most of all the new director would have to have the drive and vision to keep Virginia's records management and imaging services program a force within the rapidly changing world of records management. After interviewing several well qualified candidates Robert "Bob" Nawrocki, formerly Electronic Records Coordinator, was selected as the Division Director for Records Management and Imaging Services Division. Bob said that he is thrilled to continue as part of the same great team that manages the Commonwealth's records.

Special note for all Commonwealth's records officers and coordinators, there are no major changes being planned, just the normal

systematic process improvements. As a customer of the Division you also have an important role to play in this process. Are we meeting your needs? What are we not doing that you think we should? What additional training or assistance do you need? Please send Bob an e-mail at rnawrocki@lva.lib.va.us or recman@lva.lib.va.us with your comments and suggestions.

On June 9th another transition will take place, John Breeden, CRM, Manager of the Records Analysis Section, will become the Records Manager for Virginia Department of Transportation (VDOT), one of the largest state agencies. John has a new and exciting opportunity ahead of him. John has worked hard to make sure that our records retention and disposition schedules are current and meet the needs of our agencies and localities. His knowledge of state and local government and the past history of the Division made him the "go to guy" whenever a question arose. While we will sorely miss John everyone in the Division wishes him the very best in his new position.

One more transition for RMISD, new extended area service for State Records Center (SRC) customers will begin this summer. If you are a SRC customer outside the metropolitan Richmond area this could be the news you have been waiting for. This new option will provide total records management services for our agencies and localities by customer request. We hope that you will be able to use this service to meet your storage and destruction needs. If you would like additional information on using the SRC please contact Ben Smith, SRC Manager at bbsmith@lva.lib.va.us or (804) 236-3711.

The more things change, the more they remain the same. For our Division to be successful requires close collaboration with those we serve. So please let us know what you need. Send your e-mail to rnawrocki@lva.lib.va.us or recman@lva.lib.va.us. Thank you for letting us serve you.

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THE COMMONWEALTH
RecordsManager

This newsletter is published twice a year, in the summer and winter, to keep the records officers of the Commonwealth of Virginia apprised of their responsibilities as the caretakers of state and local government public records. Reader participation is invited.



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The Tax Man Cometh

BY Will Henson, CRM, Records and Information Management Analyst

The Virginia Department of Taxation Transitioning to Imaged Records Retention

The Department of Taxation (TAX) began transitioning to imaged documents for data capture and record retention in early 2000. The process began with the implementation of three high-speed scanners to capture the image of selected documents, as well as capture data from individual income tax returns as part of the imaging process. These new processes have had a significant positive impact on a multitude of TAX business processes.

Archiving images of selected documents has provided TAX the opportunity to drastically reduce warehouse space requirements. On June 30, 2003, the department will reduce our warehouse footprint from 48,000 square feet to 24,000 square feet a significant cost savings. Additionally, TAX staff located across the Commonwealth can instantly retrieve imaged copies of returns and other tax-related documents to enhance service to the citizens of Virginia. In most cases, Customer Service Representatives can pull up an image of a return or correspondence whenever customers' call to discuss tax matters – a major service enhancement!

The TAX warehouse space reduction initiative would not have been possible without close coordination between the Department's Records Officer, **Ron Smutek**, and Library of Virginia staff members, John Breeden and Will Henson. Ron was appointed as the TAX Records Officer in February 2002. He immediately began working with John and Will to ensure proper disposal of a large volume of tax related paper records. After completing a number of Library of Virginia seminars, Ron hosted a visit by John and Will to give them an appreciation of the challenge facing TAX

and to familiarize them with TAX's imaging technology.

Library of Virginia staff were helpful in identifying procedures and documentation necessary to properly dispose of archived paper records. Through the concerted efforts of TAX and the Library of Virginia staff, TAX was able to dispose of 12,500 cubic feet of paper records and ultimately reduce the department's warehouse space requirement by 50 percent. The technical infrastructure installed at TAX as a result of the public/private partnership between TAX and American Management Systems (AMS) provided the platform necessary to make these business process improvements possible.

The Department of Taxation's processes for record retention and disposal continue to evolve. Each year presents a new generation of tax records that can be destroyed as they move beyond their retention life cycle. Replacement records stored as electronic images are immediately retrievable with proper remote access. This is just one example of initiatives underway at the Department of Taxation that leverage technology to enhance customer service.

In addition to his records management duties, Ron Smutek serves as the Manager of Tax Agency Operations Support Services. He has been with the Department four years. Ron earned his undergraduate degree from State University of New York and his master's degree from Niagara University. Please contact him if additional information is required or desired. He can be reached by email at rsmutek@tax.state.va.us or by telephone at (804) 236-3727.

The State Records Center Offers New Service

BY Ben Smith, Manager State Records Center

The Library of Virginia State Records Center now offers customers outside of the Richmond Metropolitan Area, pick up of records for storage, or for confidential records destruction by the SRC. This service is available to all SRC customers within an approximate 150 mile range of the SRC. The cost for this service is based on mileage and the cubic footage of material to be moved. To take advantage of this expanded service, please contact the State Records Center Manager Ben Smith at (804) 236-3711 or email at bbsmith@lva.lib.va.us for a written quote.

FOR WHOM THE SCHOOL BELL TOLLS ... AND TOLLS... AND TOLLS

BY Russ Riter, Records and Information Management Analyst

The tolling school bells of summer do not spell any relief for **Fairfax County Public School's** records manager. There is no summer vacation for **Mark Andrachek**. In fact, he is up and out the door to work before most people are up, as he makes his daily trek to Northern Virginia from his Richmond home.

Andrachek, a self proclaimed records "geek," has been working in the field of records management since 1978. His records resume includes working at nuclear power plant construction sites, an operating nuclear power plant, an electric utility corporate office, some consulting work, and the Fairfax County Public School system, in one of the fastest growing counties in the Commonwealth.

Andrachek's varied experience has proved helpful to his records work with the county of Fairfax's schools. He has brought to the job his work experience in document control; and in establishing and implementing of procedures to issue and track multiple copies of policies, procedures and drawings. He has been responsible for the pick up and distribution of mail, and has been actively involved in the area of forms management; including the design, printing and distribution of forms. He has developed and implemented records training sessions for filing systems and records retention. He has been involved in the development and implementation of procedures to convert paper records to archival quality microfilm, as well as being responsible for the selection and the placement of copier and engineering drawing equipment.

The explosive growth in the county's population has presented many challenges to the school system and to its records manager. Areas in which Andrachek daily exercises his expertise are in the creation and the implementation of new and existing retention disposition schedules. In addition, his knowledge and experience in the area of imaging systems is assisting in the movement of the school system into the field of electronic school records. Andrachek also brings his

knowledge of records center operation from the handling and shelving of the boxes to the computerized queries required to calculate destruction of records.

There are times when it all comes together according to Andrachek. Having read numerous articles and attended workshops on disaster planning and recovery over the years it finally happened. In November 2001 one of the Fairfax County elementary schools was destroyed by fire. Arriving on the site Andrachek was met with the scene of fire investigation and building demolition occurring at the same time. Two rental trucks stood just off the site containing the few items that were recovered from the school. One truck contained metal filing cabinets, one contained student records, which had survived the blaze. The reason they survived in the open school layout according to Andrachek was that the records had been refiled by the school staff at the end of the day into the filing cabinets which were kept in a records room which had been constructed with block walls expressly for keeping records. The block walls had protected the records from the fire and from the water used to fight the fire. Fairfax County Public Schools System survived a major records disaster because the staff had done exactly what they were supposed to do when dealing with their student records.

Andrachek holds a bachelor of science degree in psychology from the University of Pittsburgh and worked for several years with the mentally ill before making his career change into records management. He has been a Certified Records Manager since 1985 and served as the webmaster for the Institute of Certified Records Managers for four years. Andrachek has been a member of the Richmond chapter of the Association of Records Managers and Administrators since 1981 and has served as director and newsletter editor. He has also been very active in his local civic association having served as president, vice-president and secretary.

Rolling Down Broad Street

BY John Breeden, CRM

The records management program at the Virginia Department of Transportation keeps on rolling. The agency's first designated records officer, Bruce White, based the program on sound records management principles. Records retention and disposition schedules were created and a records coordinator network developed. Records were destroyed at the end of their scheduled retention in compliance with the retention schedules to help insure the economic management of the records and that destruction was documented. Anne Snyder continued Bruce's work after he left to join the National Archives and I intend to build on the foundation they created.

I plan to spend the first six months learning about the agency in general and observing the way things are done, especially the Records and Information Management section that I will manage. Each organization has its own culture and way of doing things. It is important to learn about that culture, as well as to begin learning about the functional units and business processes of the agency. That

will be no small task with an agency that has more than 10,000 employees creating and using records and a budget measured in billions of dollars.

After submitting the RM-25 to the Library, designating me as VDOT's Records Officer, I will review the federal and state statutes relating to transportation functions and records, and review the agency's retention schedules and disaster recovery/business continuity plan. I will also meet with VDOT Information Technology staff and records coordinators, and will establish contact with transportation records managers in other states.

After an initial period of acclimation I plan to work closely with senior management and the records coordinator network to insure that the VDOT records program meets the needs of agency staff and customers and its records are managed as economically and efficiently as possible. Toward that end we will closely evaluate both the current and potential use of microfilm and imaging/document management technology, along with records center storage.



Records Management Workshops

There is no charge for these courses. All designated Records Officers and others who have records management responsibilities should attend. Details and registration forms are available on our Web site or call us at (804) 692-3600. For more information on the workshops or to register on line go to <http://www.lva.lib.va.us/whatwedo/records/retrain/index.htm>. Any changes or additions will be posted to our Web site.

Basic Records Management

The essentials of public records management are discussed, including the Virginia Public Records Act, retention schedules, records surveys, electronic records, records disposal, and disaster preparedness.

Jul 23, 2003	Library of Virginia Richmond 9:00–11:30 a.m.
Oct 22, 2003	Library of Virginia Richmond 9:00–11:30 a.m.
Jan 14, 2004	Library of Virginia Richmond 9:00–11:30 a.m.
Mar 30, 2004	Library of Virginia Richmond 9:00–11:30 a.m.



Intermediate Records Management

In this workshop, we will discuss how to present and promote records management within your agency or locality, topics include obtaining program support, implementing a program, coordinating Records Officers' duties with other responsibilities, and continuing education.

Dec 11, 2003	Library of Virginia Richmond, 9:00–11:30 a.m.
Mar 31, 2004	Library of Virginia Richmond, 9:00–11:30 a.m.

Document Imaging

This workshop discusses how to procure, implement, and operate an imaging system. It is geared toward individuals with responsibilities for purchasing, installing, or managing these systems.

Oct 22, 2003	Library of Virginia Richmond, 1:00–3:30 p.m.
Apr 1, 2004	Library of Virginia Richmond, 1:00–3:30 p.m.

Disaster Planning For Your Records

The Virginia Public Records Act requires state agencies and localities to develop plans to ensure the preservation of public records in the event of disaster or emergency. This workshop explains how to anticipate and mitigate disasters by identifying vulnerabilities, establish procedures to follow in the event of a disaster, and use the *Workbook for Developing a Disaster Plan*.

Apr 1, 2004	Library of Virginia Richmond, 9:00–11:30 a.m.
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Managing Electronic Records

Topics to be discussed include types of electronic records, advantages and disadvantages of formats, the Freedom of Information and Government Data Collection and Dissemination Practices acts, retention schedules, e-mail, and destruction of electronic records.

Jun 18, 2003	Four Points Sheraton Hotel Blacksburg, 1:00–3:30 p.m.
Jul 23, 2003	Library of Virginia Richmond, 1:00–3:30 p.m.
Mar 31, 2004	Library of Virginia Richmond, 1:00–3:30 p.m.

Using the State Records Center

The State Records Center is a facility for the secure, efficient, and economical storage of inactive records that will be destroyed when you no longer need them. This workshop tells you what records can be stored in the State Records Center, how to send records for storage, how to retrieve them, and what happens when you no longer need the records. This workshop is recommended for anyone currently storing records, or considering storing records, at the State Records Center.

Jan 14, 2004	State Records Center Richmond, 1:00–3:30 p.m.
Mar 30, 2004	State Records Center Richmond, 1:00–3:30 p.m.

All New Automated Systems for Library, Archives and Records Management

BY John Breeden, CRM, Manager Records Analysis Section

The Library of Virginia is in the process of replacing the automated systems that manage the Library and Archival collections, as well as the State Records Center. All three systems are being replaced to increase the Library's efficiency and better serve our users and manage our collections. Staff closely evaluated the possibility of using one system for all three functions but the collection and needs of our users were not best served by a single system, although the Archival collections will have links to the Library system.

Integrated Library System

After two years of planning and a thorough and competitive bid process, the Library selected Aleph 500 integrated library system (ILS) from Ex Libris Inc in August 2002. The Library joins several other research libraries that use Ex Libris. Sam Byrd, Project Manager, reports that the conversion of the cataloging and circulation data from VTLS to ALEPH is on schedule and the target for the new system to become fully operational is October 1, 2003.

ALEPH will be an entirely new Web-based automated system that will handle the online catalogs and MARC-based databases, as well as the circulation, cataloging, and serial check-in functions. In addition, for the first time the Library will have automated acquisitions functionality. The Web interface for the catalogs will be more flexible, more powerful, and easier to use. The Library will have the ability to search across all the MARC-based databases at once. This includes the online catalog, the Archives catalog, and all of the databases created by the Digital Library Program that have MARC bibliographic records.

We also will retain the ability to search each of the databases separately as we currently can. Links to each separate database will con-

tinue to be maintained on the Library's Web site. The Web site will continue to be the primary online resource providing links to the Library's non-MARC databases, such as the Legislative Petitions Database and the Virginia Military Dead Database, as well as to the older Electronic Card Indexes that were not converted to MARC. While the new ILS will afford us much greater flexibility and sophistication in searching many of our resources, there will not be a single search box, Google-style that will search everything that is online at the Library of Virginia.

Archives

The archival collections will be managed using the existing SQL database structure and server, but service to patrons and staff will be much improved by the use of a front-end interface developed by Library of Virginia Information Technology staff member, Greta Bollinger. That interface should be complete and operational by press time. Staff will be able to create labels for the records using the database and will also be able to more easily query and print reports from the database.

State Records Center

The software system used to manage the State Records Center also is being replaced. The existing software has been used for four years and is now outdated. A Request for Proposal (RFP) has been drafted and Library staff is looking into the possibility of issuing a statewide contract for replacement software that could be used by other state agencies and localities. Will Henson will be the Project Manager. The RFP should be released by late summer or early fall and be awarded before the end of the calendar year. Conversion and implementation will take an additional six months.

Bits and Bytes

BY Robert Nawrocki, CRM, State Records Administrator

How big is that?

Electronic records are tough to quantify since they can't be measured in traditional terms. Here are some figures from the Xanatec Web Site, www.xanatec.com then click on imaging facts, which will help you compare analog records and digital records.

One file cabinet equals about 10,000 pages of information
 15,000–20,000 pages of information can be stored on one CD-Rom
 20,000,000 file cabinets = 1 petabyte
 1,000 megabytes = 1 gigabyte
 1,000 gigabytes = 1 terabyte
 1,000 terabytes = 1 petabyte

Just converting your existing documents to electronic format without implementing good records management practices turns your system into a high technology trash masher.

What do they mean by?

Is that record authentic? How do you know if that record is authen-

tic? What do they mean by authentic? Authentic records have two components: one is the identity of the record and the other is integrity.

The identity of a record is whether a record is what it claims to be. Is that image on the screen really the deed to my property?

The integrity of the record is the completeness of the record. Does that image of my deed show the easement that allows my neighbor to get to his property by using a driveway across my property?

The best way to make sure your records are authentic is to document all of your business processes that result in these electronic records existing. Show how they are selected to be imaged, show how they are declared records etc. You also need to document the quality control process showing that the images were reviewed before the analog records were destroyed. Audit trails showing who has accessed or modified the documents will prevent unauthorized modifications to the records. There needs to be a trusted repository for the digital records to show that they cannot be changed. This may be an analog format like microfilm or creating a CD-ROM or DVD that is stored offsite and not used other than to create use copies.

“Cool” Pest Management

BY Ben Smith, State Records Center Manager

When I was first hired to be the Manager of the State Records Center, one of the first “tools” that I was shown how to operate was the Blast Freezer/Pest Eradication Chamber. Its purpose is to both to freeze water damaged documents until they could be treated by a commercial vendor and to serve as a pest eradication chamber to kill insects infesting the archival documents that The Library of Virginia was acquiring from attics, basements, under staircases and other places where creatures thrive.

The proposed theory of taking documents from room temperature to 40 degrees below zero for 48 hours, returned to room temperature for 24 hours and then returned to the -40 degree temperature for another 48 hours, is intended to put enough stress on the little creatures to crack their shells and kill them. However, we wanted a controlled scientific study to be conducted by appropriate personnel at a university to prove the effectiveness of this chamber. After a meeting with one of my former professors from the College of William and Mary, I was referred to Dr. Norman Fashing, who in turn found a senior student in need of a research project. That student, Claire Rezba, made numerous trips from Williamsburg to Richmond to test the effect of the chamber on different insects in our Pest Eradication Chamber. The following is her report.

Freezing as Pest Management

Effectiveness for Eradication of German Cockroaches, Dermestids, and Crickets (Paper Eating Insects)

Claire Rezba, April 23, 2002

Introduction

Insects are some of the worst biological enemies of books, papers, and other organic materials that have cellulose as a component. Insect pests feed on dead animal materials on or in books, collagen glues, and sometimes the paper itself, making pest eradication a very important responsibility of archivists. Insects of particular importance include silverfish, cockroaches, dermestids, booklice, and crickets. Infestation by one or more of these insects can result in severe damage to archival collections. Several methods of control are available.



However, the extent of damage is connected not only to the type of insect, but also to how quickly and effectively the infestation is managed. This makes prevention a better option than treatment. Because of this, freezing chambers, which are theoretically fast and effective, have recently taken the forefront in pest eradication. It is

hypothesized that if a material infested with insects is exposed to low temperatures (at least -10° F) for an extended period of time, the insects will be eradicated successfully, preventing the insects from ever entering the archives. The insects tested in this experiment are dermestids, German cockroaches, and crickets.

Procedure



A group of about 50 live dermestids in various life stages were collected in a container and taken to the Library of Virginia State Records Center, which houses a pest eradication-freezing chamber. The dermestids were placed in the chamber on wire racks with one thermometer in the container and one outside the container to monitor the temperatures. The system was then turned on. The temperature decreased quickly from about 70° F to between -40° and -45° F. The chamber remained at the lower temperature for about 48 hours. After this, the chamber was allowed to warm back to room temperature where it remained for approximately 24 hours. The temperature was reduced again to between -40° and -45° F for an additional 48 hours, then re-warmed back to room temperature. This process was repeated for a container of eight German cockroaches in various life stages and 36 crickets in various stages.

Results

The freezing process successfully killed all fifty of the dermestids, including adults and larvae. Likewise, all of the German cockroaches adults and larvae were eradicated, as were all of the cricket adults and larvae. No signs of life were present after the two freezing cycles.

Discussion

This experiment shows that the pest eradication method employing the freeze chamber at the State Records Center is successful in eliminating dermestids, crickets, and cockroaches: adults and larvae. The second freeze is vital to ensure total insect death. More testing is needed to determine if the system is effective for other insect pests such as silverfish and booklice. These insects, however, were not available at the time of the research. Additionally, further testing should be performed to examine the success of the chamber in eradicating the eggs of the mentioned pests. Finally, only materials that are not sensitive to such low temperatures should be placed in the freezer.

Will HIPAA Protect Your Privacy?

By Joanne Smith, CLA, Records and Information Management Analyst

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) hit a major milestone on April 14, 2003, for compliance with privacy and security requirements. The question remains unanswered if HIPAA will be able to safeguard protected health information (PHI). The primary purpose of the HIPAA Law passed in 1996 as the Kennedy-Kasselbaum Health Care Reform Act, was streamline industry inefficiencies, reduce paperwork, reduce healthcare fraud and provide workers with the option to change jobs, even if they or a family member had pre-existing medical condition. The current compliance requirements to protect the privacy and security of health information have created a whirlwind of mass mailings from health plans and a flurry of new forms from providers. The next compliance requirement of this law requires public and private health care industries to use standard computer "language" in transactions such as claims, recipient eligibility, and coordination of benefits and to standardize medical code sets with national provider ID, national employer ID, health plan ID, national individual ID and national drug codes (NDC). The deadline for compliance with the second group of requirements is October 16, 2003. Will these new policies help protect your privacy, or simply create another level of bureaucratic red tape?

One goal of HIPAA is to guarantee security and privacy for health information by providing protection for the security and privacy of individually identifiable healthcare information. The law's focus is on policy and procedures that protect the individual's rights and tracking of disclosures. HIPAA privacy rules require close review of who has access to patient data. These rules have a significant impact on policies and procedures and employee training since HIPAA security rules require controlled access to patient data and protection from unauthorized access and disclosure.

What is protected health information (PHI)?

- Health information relates to past, present, or future physical or mental health or condition of an individual.
- Created or received by a health-care provider, health plan, employer, or healthcare clearing house.
- Health information relates to past, present or future payment for the provision of healthcare to an individual (all health plans and government health programs).

Who has access to PHI?

HIPAA grants access to protected health information to the individual, who has the right to inspect or obtain a copy of PHI maintained in a designated health-care record. The health plan or health-care provider requires patient consent to access PHI. There are exceptions for psychotherapy notes, civil, criminal or administrative actions and special lab information. The individual has the right to request an amendment of the PHI and the right to receive a written accounting of the disclosures of PHI that have been made in the six years prior to the date on which the accounting is requested. The following information is required for accounting: date of disclosure, name of the person or entity, description of PHI disclosed, statement regarding the purpose of the disclosure.

When is use and disclosure of PHI permitted without required consent, authorization, or agreement?

PHI may be disclosed for public health activities to conduct public health surveillance and public health investigations. PHI may be disclosed to health oversight activities and to government benefit programs where health information is relevant to eligibility.

See HIPAA, page 8

recman@lva.lib.va.us

Your Questions Answered by Recman BY Frank English, Records and Information Management Analyst

Editor's Note: "Recman" is our general e-mail address for records management questions: recman@lva.lib.va.us. Questions and answers selected for publication are limited to those that the compiler believes may have a wide audience or general interest. Names and agencies of the correspondents are not published. Please contact us if you have a question.

What happened to the Privacy Protection Act?

The Virginia Privacy Protection Act has been modified and renamed the Government Data Collection and Dissemination Practices Act. The revised act stresses the importance of safeguarding electronically collected or stored information. The revised act can be found at *Code of Virginia*, §§ 2.2-3800 through 3809.

Are the files produced for your agency/locality Web site a public record?

In most cases, at least part of the files are public records. If the files merely duplicate records found elsewhere in the agency of locality, then the files are just copies of public records. If the file contains information that is unique to the Web site and not existing in any other form, then it is clearly a public record. For more information, go to GS-23 or GS-110, the Electronic Records schedules for localities and state agencies.

Can we still send security copies of our microfilm to LVA?

Yes, but they have to be sent to two different places. Silver copies of permanent records can be sent to our Information Imaging branch for permanent storage at no cost to you. Nonpermanent copies of microfilm can be stored in our Records Center, but there must be a valid records retention schedule and you will be charged for storage.

HIPAA ... The three major categories for April 14 compliance with HIPAA law in privacy and security are consent, authorization and policies. The consent form must be in plain language, not legalese; it must be signed and dated, and retained for six years. Both provider and health plan can make treatment conditional on obtaining consent. Authorizations are required for any use or disclosure not otherwise permitted, it must be in plain language, must be specific and meaningful around the information to be disclosed, must be signed and dated, and must be retained for six years. New HIPAA policies and administrative requirements include a designated privacy officer, plus a contact person responsible for receiving complaints under this regulation and who is able to provide further information. These

may be the same person. Administrative requirements require training the workforce, adequate safeguards in place, complaint process in place, sanctions and severe penalties, procedures to mitigate violations, and documentation of six year retention period.

The cost to implement HIPAA privacy and security rules is estimated to be in the billions for health plans. Make sure paper copies of patient records are shredded; make sure that facsimile transmissions are sent to a "dedicated" phone number with a living, breathing, person on the other end. Most of all, be aware and vigilant when working with identifiable health information. Do your best to safeguard the access and release of PHI, because your privacy depends on it.

Miscellaneous Files

GS-20 for Local Health Department Records

The general schedule for the records of local health departments has been approved and is on-line. Printed copies have been distributed to VDH selected addressees. This schedule also supersedes 601-GS.

Revised Index to State Agency General Schedules

State agencies will find that a revised index to general schedules accompanies this mailing.

Use of Social Security Numbers on Identification Cards

HB 1744 and 2062 were passed and amend the Government Data Collection and Dissemination Practices Act. Effective, July 1, 2003, the use of social security numbers on government issued identification cards and licenses is prohibited. The visible use of social security numbers on mail or packages is also prohibited. Refer to <http://leg1.state.va.us/000/src.htm> for more information.

Restrictions on Circuit Court Web sites

HB 2426, effective January 1, 2004, prohibits the posting of certain information on circuit court Web sites, even if that information is part of an otherwise public record which can be fully viewed at the court house. Items that must be stricken before posting include social security numbers, financial account numbers, individual's birth dates, mother's maiden names, and name's and ages of minor children. Refer to <http://leg1.state.va.us/000/src.htm> for more information.

VITA, Web Sites and E-Mail Addresses

The Virginia Information Technologies Agency (VITA) has replaced the former Department of Technology Planning, Department of Information Technology and the Virginia Information Provider's Network. The new agency consolidates the responsibility for Information Technology into one organization. Among the changes forthcoming, all state Web sites and e-mail facilities will be reorganized. This will mean that LVA's Web site address and all of our e-mail addresses may change within the next year. We will attempt to keep you informed of the changes as they occur. For more information on VITA, see their Web site at <http://www.vita.virginia.gov/>.

SPRAC Bites the Dust

Due to budget cuts and the desire to reorganize government, the General Assembly has abolished specific Councils, Commissions and Boards, including the State Public Records Advisory Council (SPRAC). Most of the former duties of SPRAC are now being done by various subcommittees of the State Library Board.

NARA Raids Virginia

In short succession, Bruce White, VDOT's Records Manager, Preston Huff, the State Records Administrator, Andre Sivels of Richmond City Police Records have all moved into jobs with the National Archives and Records Administration (NARA). Good work and best wishes.

